

Direct Deposit Agreement

You may choose to direct deposit your net pay by choosing one or more of the options stated below:

- 1) Deposit a specific dollar amount to an account (use the \$ code).
- 2) Deposit a percentage of your net pay to an account (use the % code).
- 3) Deposit a combination of the above
- 4) You **must** choose one account where you want the remainder of your net pay deposited in (use the R code)
- 5) Your net pay can only be divided among 6 accounts. Expense reimbursement must be deposited into one account.

JOHN OR JANE DOE
1503 STATE BLVD (402) 000-0000
LINCOLN NE 68529

DATE

PAY TO THE ORDER OF..... \$ []

..... DOLLARS

CAPITOL CITY BANK
LINCOLN, NE 68529
(402) 000-0000

FOR.....

| : 104000058 | : 5800300500 ' 7822

Bank Routing #

Account #

Method Code: \$ = flat amount % = a percentage of net pay R = remainder of net pay

Note: Direct deposit selections/amounts should be based on a typical paycheck. If the net amount is less than the selections, the results may vary from what's expected.

	Paycheck	Begin (B), Change (C), or Stop (S) [Enter B, C, or S]	Bank Routing Number	Your Account Number	Savings (S) or Checking (C) [Enter S or C]	Method Code [Enter \$, %, R]	Dollar Amount or Percentage	F (Full Amount) or P (Partial Amount)
1.	Paycheck							
2.	Paycheck							
3.	Paycheck							
4.	Paycheck							
5.	Paycheck							
6.	Paycheck							

The following Expense Reimbursement information is separate from your payroll information and must be completed if you want your reimbursements to be automatically deposited.

	Expense Reimbursement	Begin (B) or Stop (S) [Enter B or S]	Bank Routing Number	Your Account Number	Savings (S) or Checking (C) [Enter S or C]
1.	Expense Reimbursement				

I hereby authorize the State of Nebraska to initiate direct deposit payroll credit entries to my account(s) as indicated above, I further authorize the State of Nebraska to initiate such debit entries to said account(s) as may be necessary to correct any erroneous credit entries previously initiated thereto.

Employee NIS #

Employee Name (Please Print)

Signature

Date

Remember to notify Human Resources if you close an account.